# THE HOW TO BOOK FOR JPAS

DEFENSE SECURITY SERVICE ACADEMY
938 ELKRIDGE LANDING ROAD
LINTHICUM, MARYLAND 21090

The staff of the Defense Security Service Academy hopes that this abbreviated JPAS Instructional Guide will assist you in becoming familiar with the JPAS Program. Should your question(s) not be answered in this document, please contact the JPAS helpdesk for further assistance. Please see page 33 of this manual for details.

2
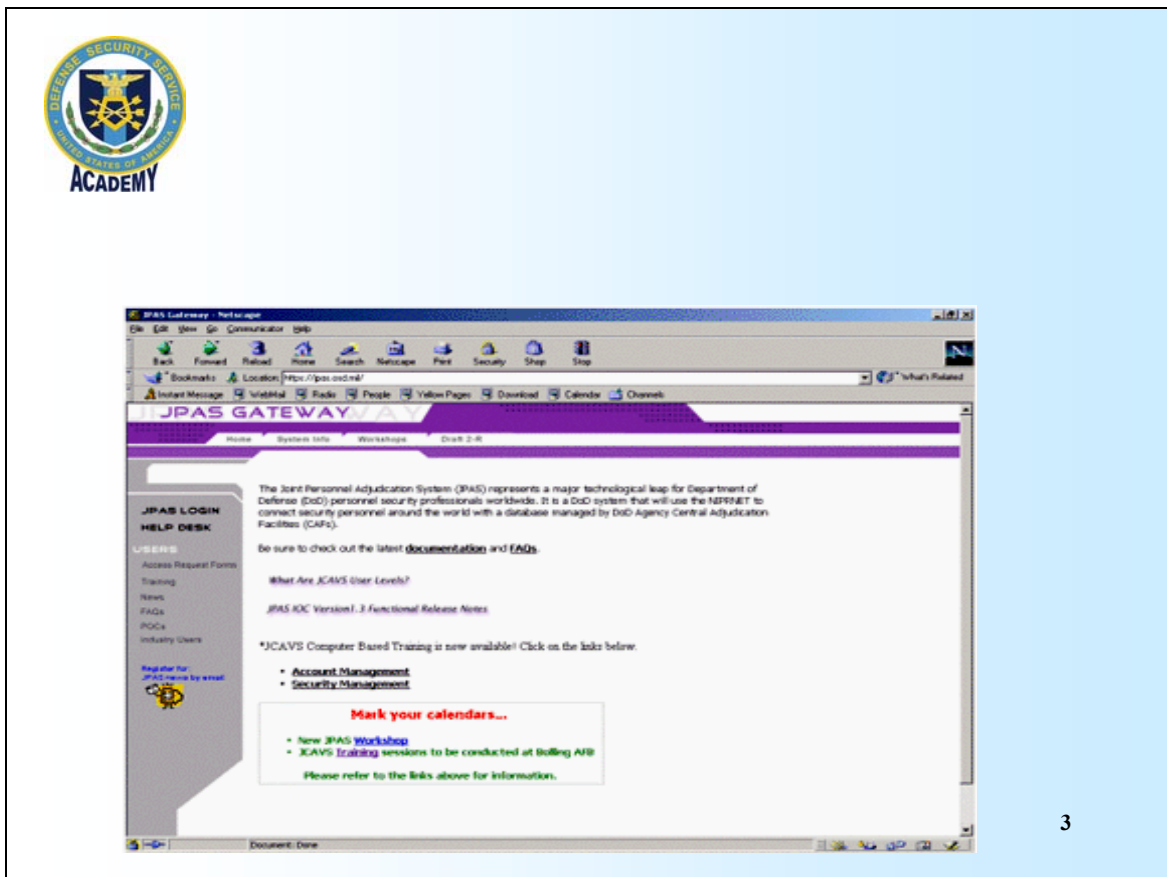
JPAS LOGIN

A user's eligibility and investigation are validated on each login to the system. Users who do not meet the requirements will not be allowed access to the system. When JPAS user accounts are created, the system generates a User ID and password. These are required to log into the system. See your Account Manager if you did not receive a User ID and initial password. Perform the following steps to login to JPAS:

1. **Open** the Netscape browser and **enter** the JPAS URL—https://JPAS.OSD.MIL. **Press** *ENTER*. The JPAS Homepage opens.

2. **Click** the *News* link on the homepage for the latest JPAS application updates.

3. **Click** the *JPAS LOGIN* link on the homepage. The *JPAS Disclosure* screen is displayed

Slide 4
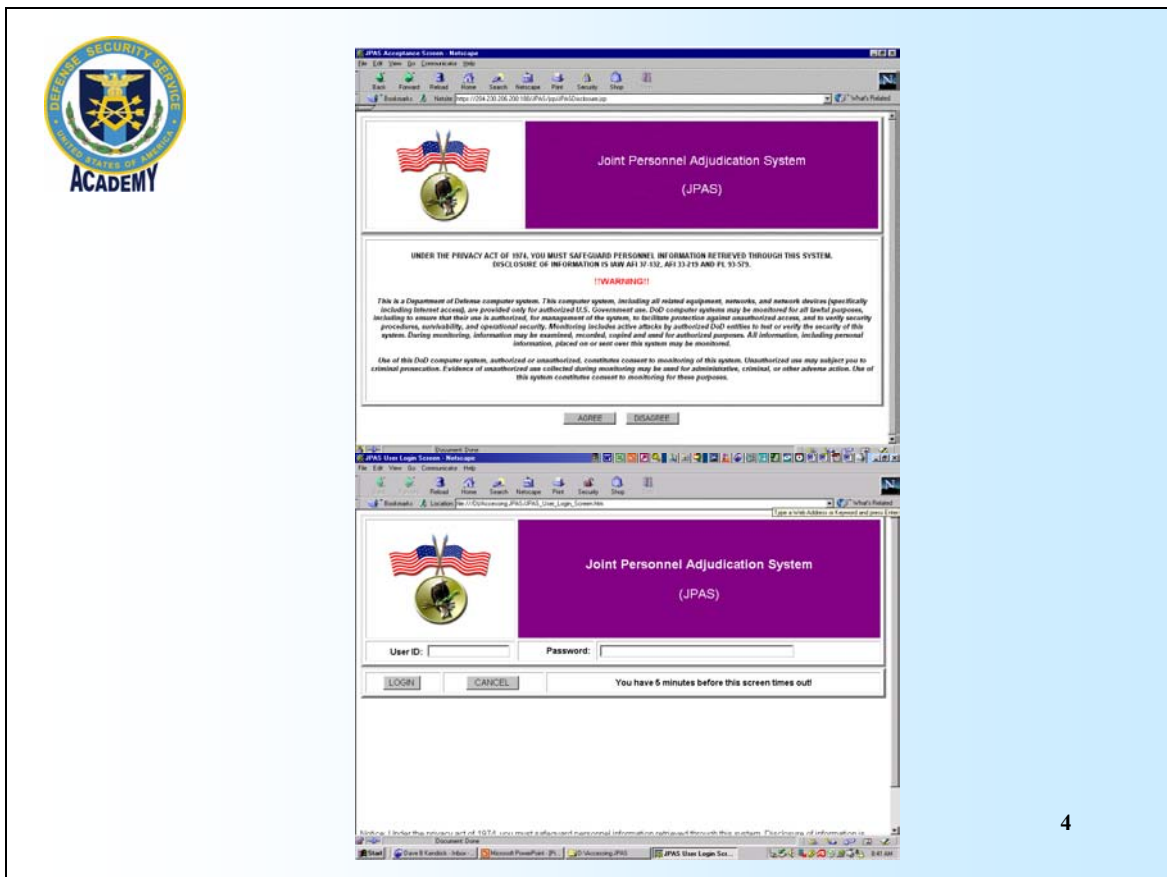
1. READ FIRST then **Click** the *Agree* button. The JPAS *Login* screen opens. (If you click on Disagree, your access will be denied)

2. **Enter** your User ID and password on the JPAS *Login* Screen.

3. **Click** *LOGIN*.

NOTE: If this is the first time you have logged into the system, you will receive a Password Expired message. Click *OK* on the message. The *Change Password* screen is displayed.

When the initial PW is provided, write it down as you will need it during this process. After the PW has been changed the initial PW will no longer be valid.
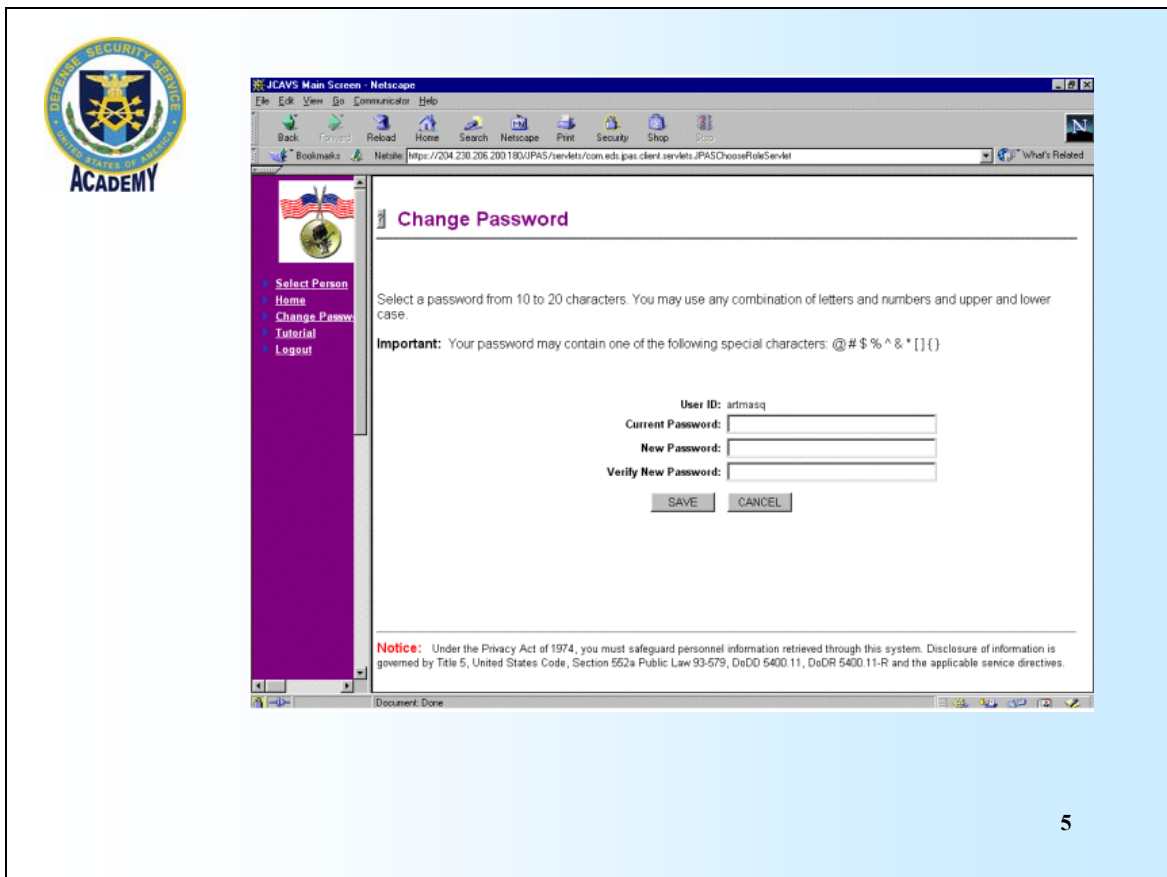
Change Password

When a user is added to JPAS, the system generates a temporary password. A user is required to change his/her system-generated password before accessing JPAS. Users also may change their password at any time by selecting *Change Password* from the JPAS *Main Menu*.

NOTE: E-mail addresses will not be accepted as passwords.

 Passwords expire every 90 days and cannot be reused for six months.

Password Composition:

· Passwords must be a minimum of 10 characters and a maximum of 20 characters.

· Passwords may not be all the same character.

· Passwords may contain upper case and lower case letters.

· Passwords are case sensitive.

· Passwords may contain the following special characters: @ # $ % ^ & ' [] {}

· Passwords should contain at least four different characters.

Complete the following steps to change your password:

1. On the *Change Password* screen, **enter** your <u>current</u> password in the *Current Password* textbox.

2. **Enter** your new password in the *New Password* textbox.

3. **Reenter** your new password in the *Verify New Password* textbox.

4. **Click** *Save*.

NOTE: For help on changing the password, click the *Question Mark* box to the left of the screen title.
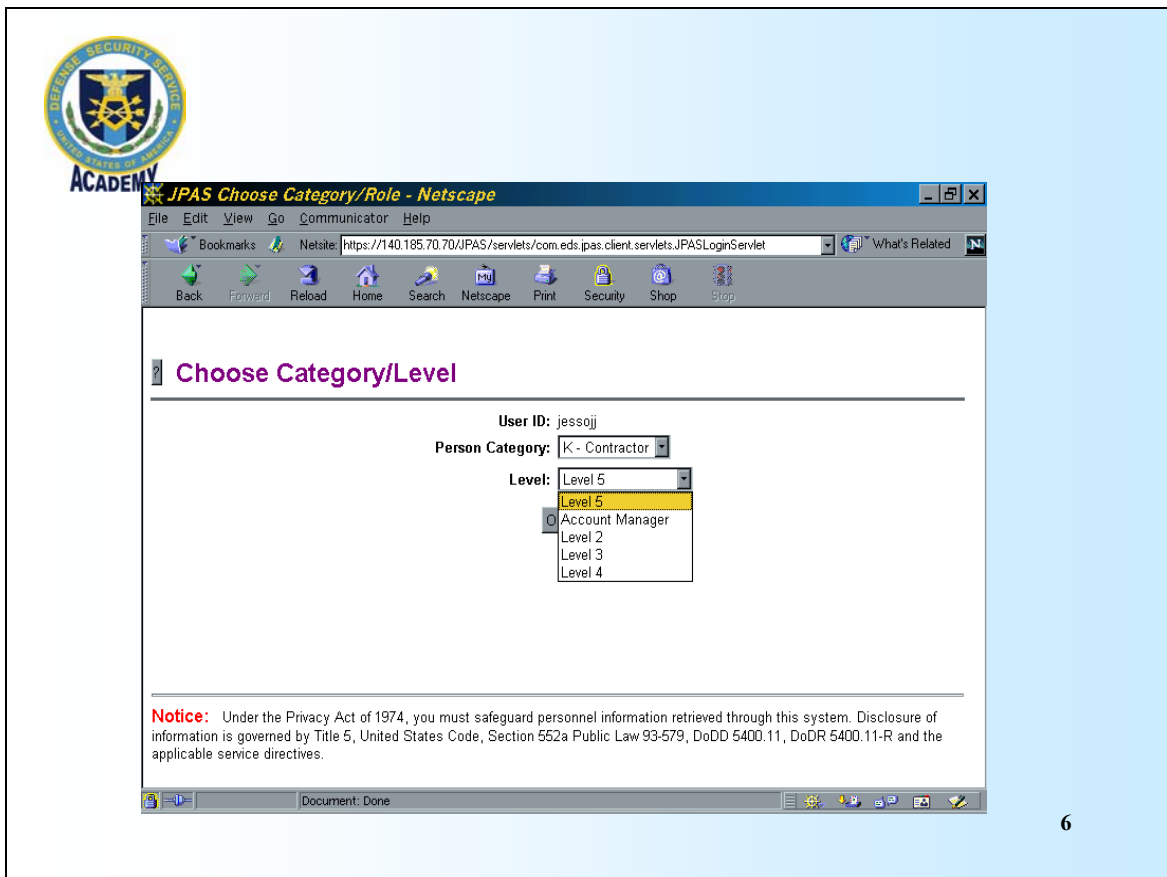
JCAVS Choose Category/Level

Users assigned more than one level or person category must select a level on the *JCAVS Choose Category/Level* screen.

1.   If a person has more than one person category, **click** the *Person Category* drop-down menu and **select** the appropriate category from the drop-down list.

2.   **Click** the arrow next to the level drop-down menu to **select** the appropriate level from the drop-down list. To add, modify, or remove a user, **select** *Account Manager*. For all other functions, **select** the appropriate user level.

3.   **Click** *OK*. The *Welcome* screen and *Main Menu* appears.

JCAVS Levels

The level selected determines what options will be displayed on the Main Menu. To perform a function different from that selected on the *Choose Category/Level* screen, you are required to log off and log on again; then **select** the appropriate level.

Users assigned only one role can access the *Main Menu* directly. The options available on the *Main Menu* are determined by the level(s) assigned.

Menu Option	Action
Select Person	Opens the *Select Person* screen
Create/Modify Visit	Opens the Create/Modify/Cancel Visit screen
Notifications	Opens the Notifications sub-menu
Reports (FUTURE)	Opens the Reports sub-menu
Access Number Maintenance	Opens the Add/Modify/Remove Access Number screen
Span of Control	Opens the *Span of Control* screen
Home	Returns the user to the *Welcome* screen
Change Password	Opens the JPAS *Change Password* screen
Tutorial	Opens the JPAS *On-line Tutorial*
Logout	Returns the user to the JPAS *Disclosure* screen. THIS IS THE ONLY ACCEPTABLE MEANS OF EXITING JPAS.

JCAVS Welcome Screen and Main Menu

The JCAVS *Welcome* screen and *Main Menu* are displayed on successful login to the system. Your assigned category and user level determines what is displayed on the *Main Menu*. The *Main Menu* displays the options shown in the Table below.

Slide 8
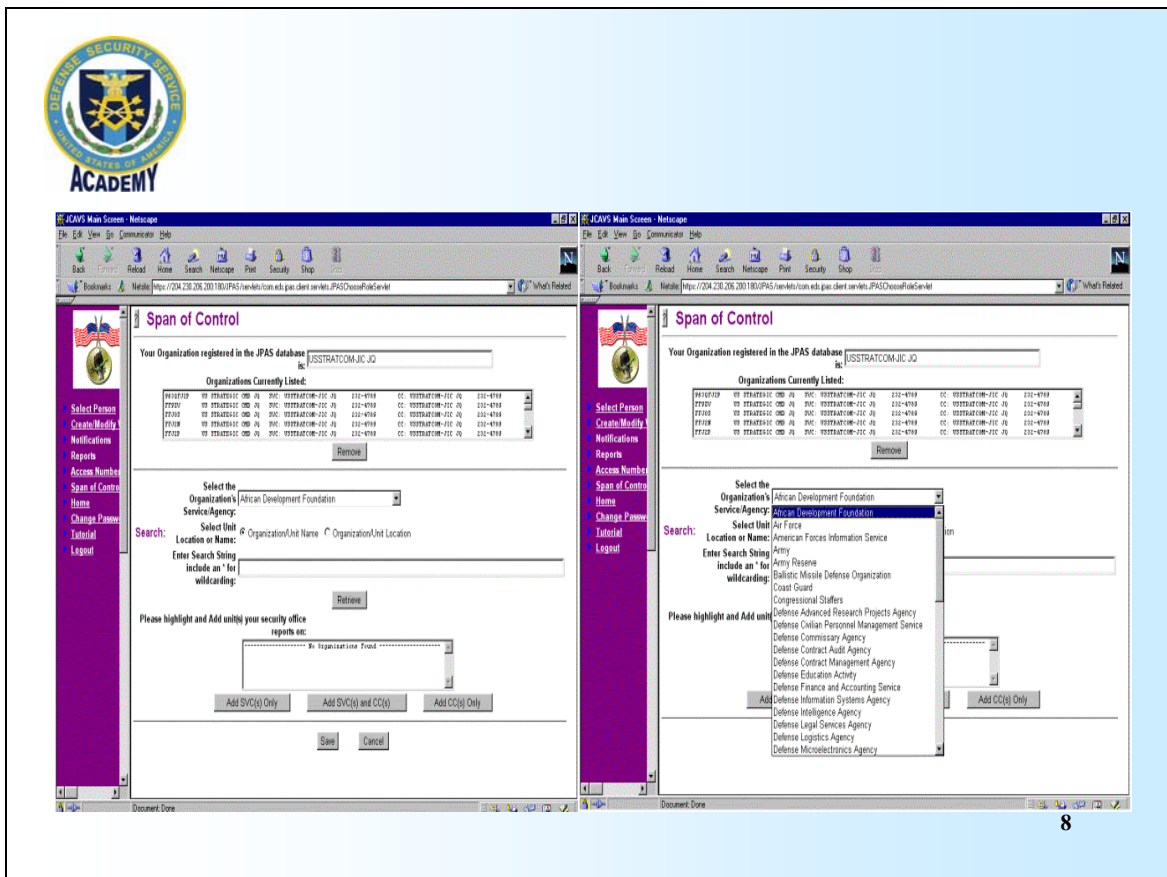
Span of Control

The *Span of Control* screen provides the capability for security managers to add or remove units from their span of control.

Add a Unit to Your Span of Control

Perform the following steps to add a unit to your span of control:

1. **Select** your category and user level on the *Choose Category/Level* screen. **Click** *OK*.
2. **Click** *Span of Control* on the JCAVS *Main Menu*. The *Span of Control* screen

appears

3. Under the *Search* header, **select** the branch from the organization's *Service/Agency* drop-down box.
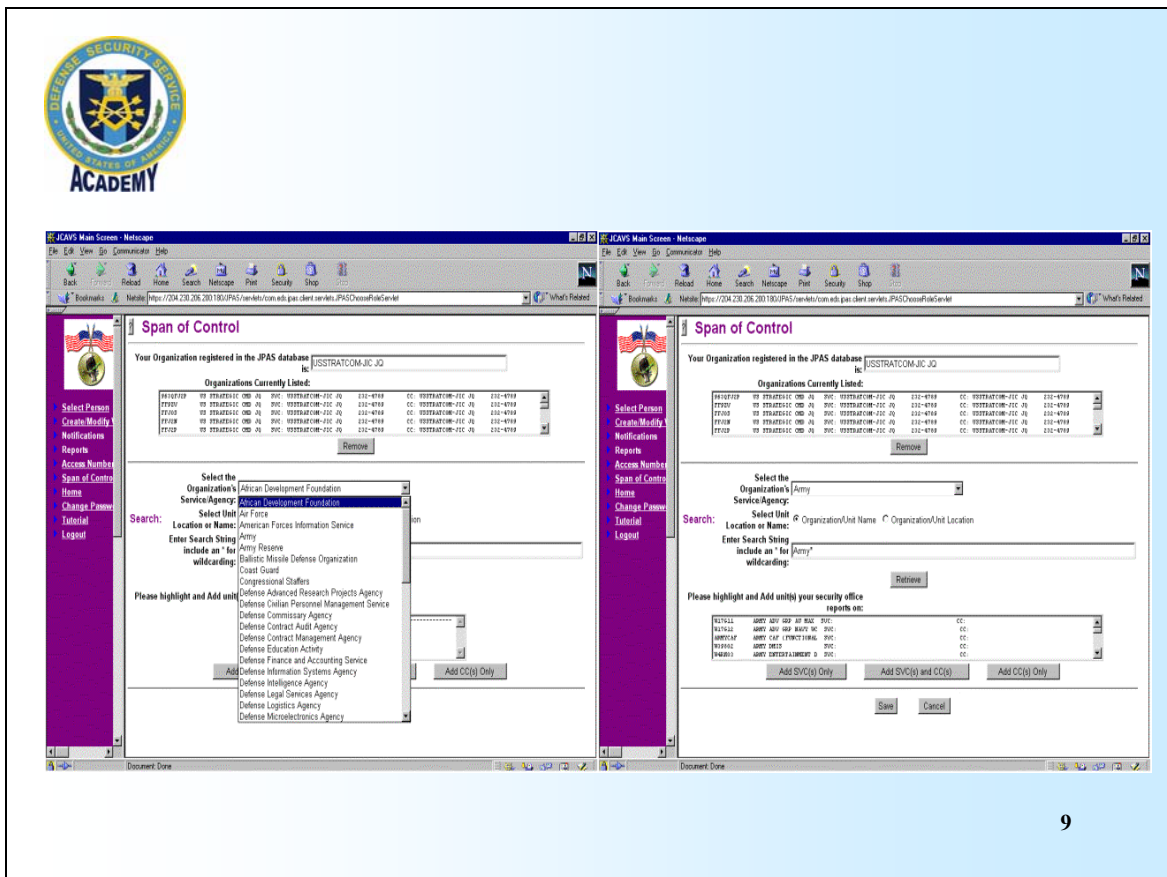
1. **Click** the *Organization/Unit Name* radio button.

2. **Enter** the organization name in the *Search String* textbox. Wildcards may be used (i.e., enter MII* to retrieve all units with MII in the name). Do not deviate from what is listed as the individual's unit.

3. **Click** *Retrieve*. All units matching the search criteria you entered are displayed in the *Please highlight and add unit(s) your security office reports on* textbox.
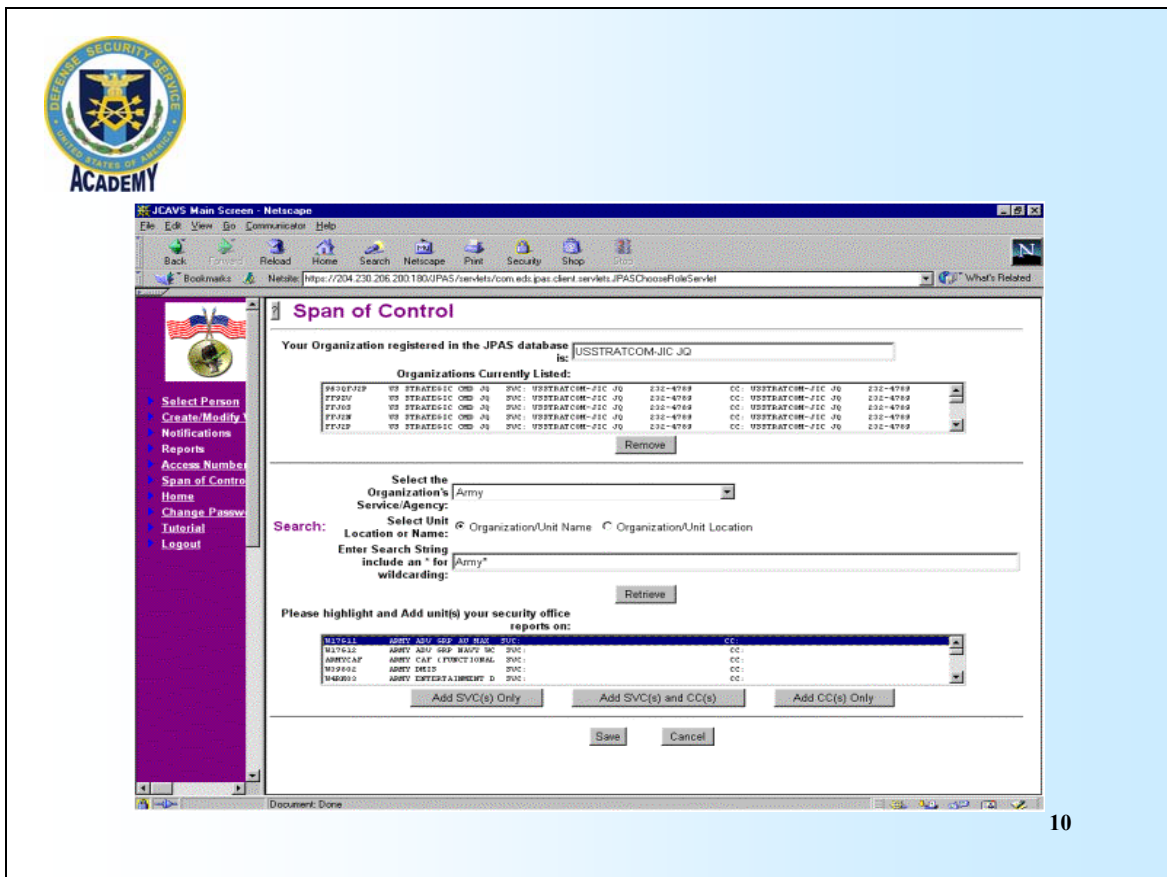
Slide 10

NOTE: To limit the amount of time required for the system to search the database, it is recommended that the user include as much information available in the *Organization/Unit Name* block prior to beginning the search.

1. **Highlight** the units you wish to add and then **click** *Add SVC*, *Add CC*, or *Add SVC and CC*. Clicking *Add SVC* adds the unit to your Span of Control. Clicking *Add CC* adds the unit to your Chain of Command.

Click *Save*. The units selected are added to the *Organizations Currently Listed* textbox at the top of the screen.

Remove a Unit from Your Span of Control

Perform the following steps to remove a unit from your span of control:

1.   **Select** your category and user level on the *Choose Category/Level* screen. **Click** *OK*.

2.   **Click** *Span of Control* on the JCAVS *Main Menu*. The *Span of Control* screen appears.

 3.   **Highlight** the unit(s) you wish to remove from your span of control in the *Organizations Currently Listed* textbox and **click** *Remove*. The highlighted units are removed from your span of control.
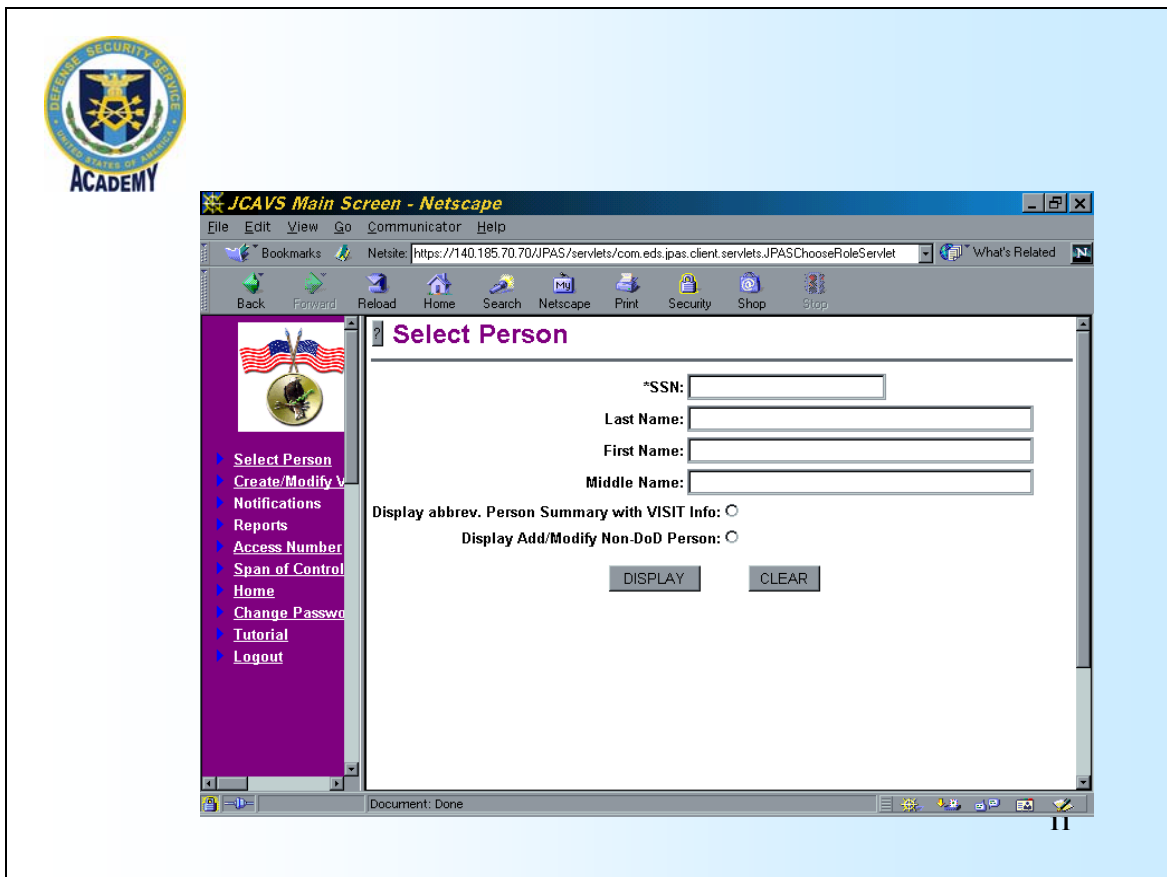
Select Person and Person Summary

Perform the following steps to access the *Select Person* and *Person Summary* screens:

1. **Select** your category and user level on the *Choose Category/Level* screen. **Click** *OK*.

2. **Click** *Select Person* on the JCAVS *Main Menu*. The *Select Person* screen

appears.

3. **Enter** the SSN of the individual whose record you wish to view and **click** *Display* on the *Select Person* screen. The *Person Summary*

screen appears.
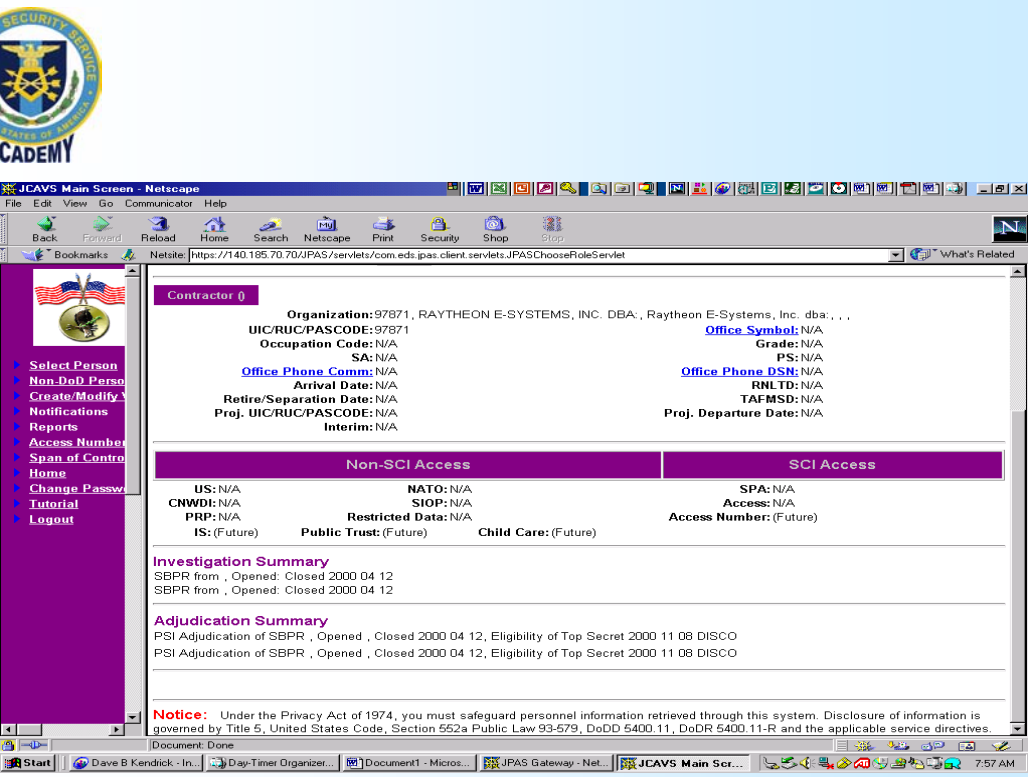
NOTE: Within the SSN, dashes are optional. In the current release of JPAS, the Last Name, First Name, and Middle Name fields are not functional.
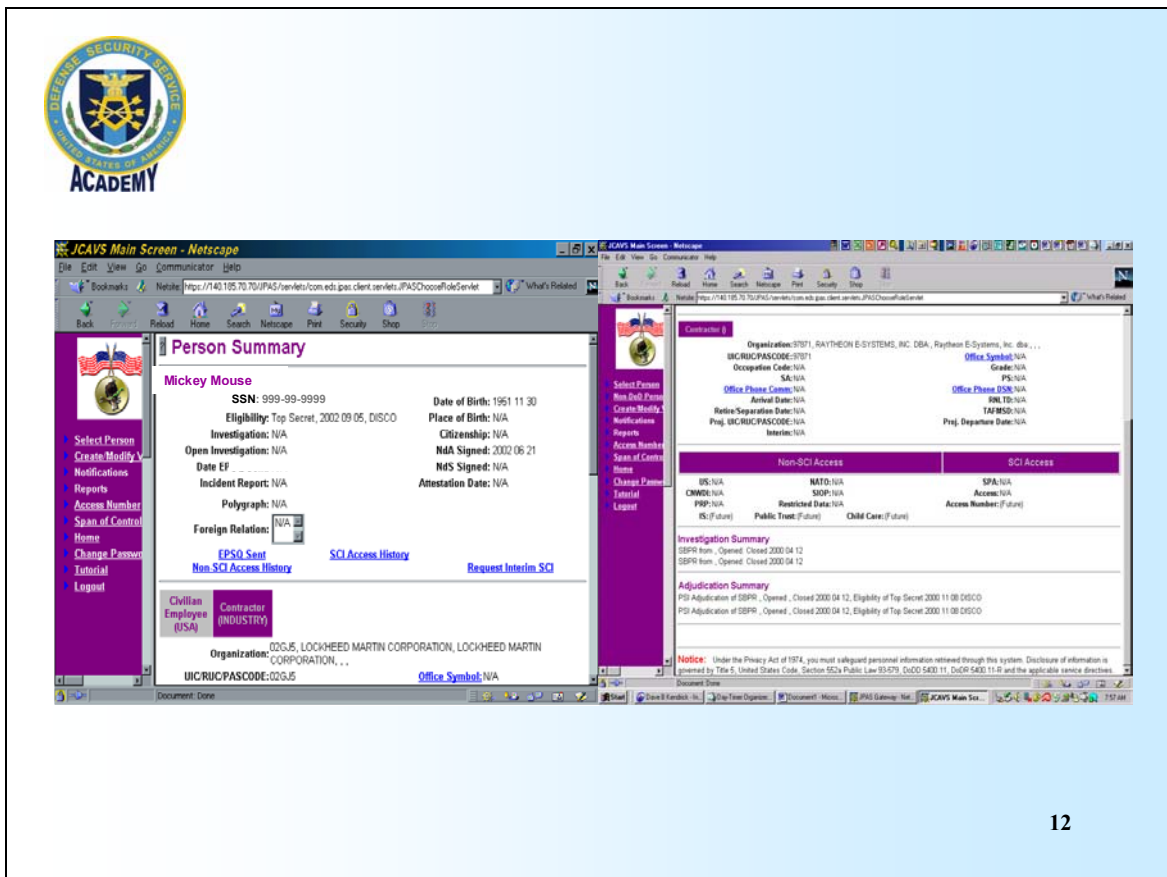
The *Person Summary* screen is divided into five sections:

· Personal Identification Data (PID) on the individual;

· Current Assignment Information (If a person has more than one service category, **click** the appropriate category box to display the assignment information for that category.);

· Security Access;

Investigation Summary;

Adjudication Summary

The links are only displayed when the individual is eligible for any personnel security actions. (Shown as blue hyperlinks).

The *Person Summary* screen provides links to other JPAS functions.
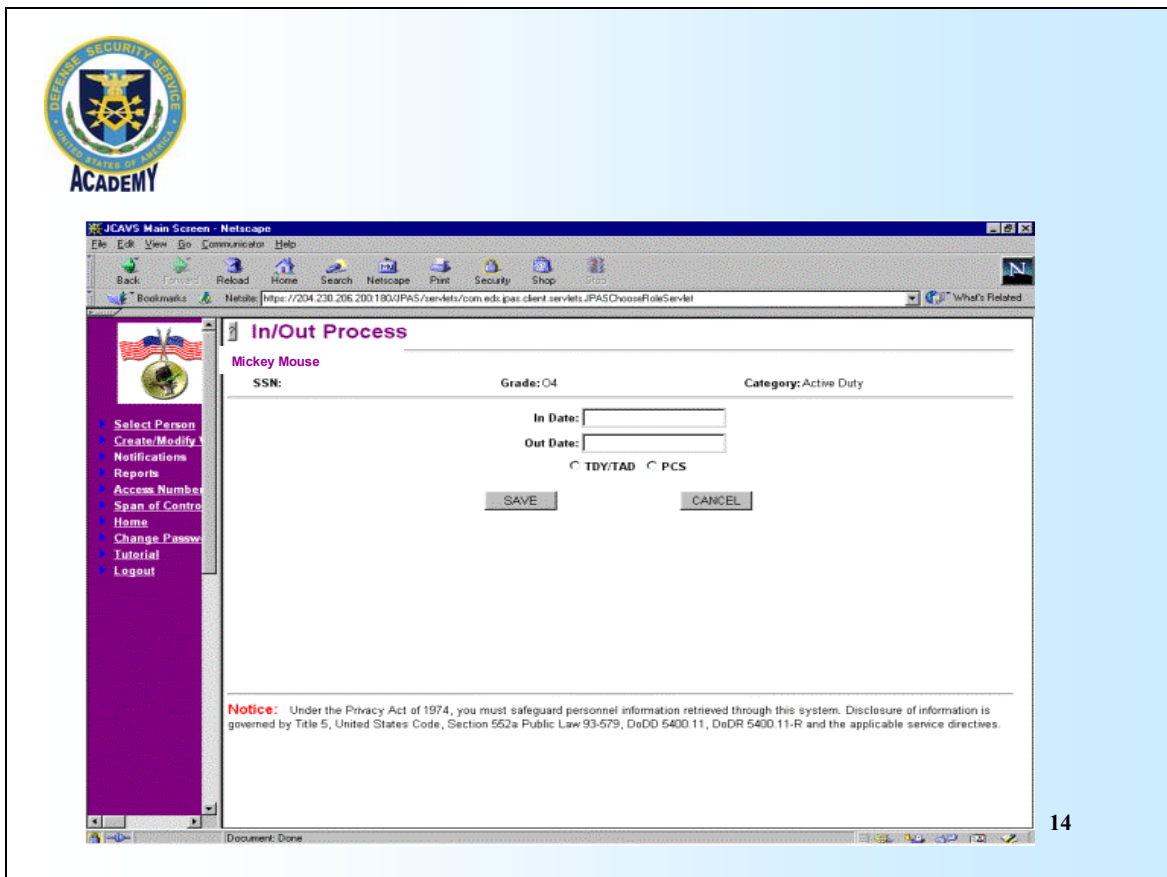
Perform the following steps to In/Out Process an individual into or out of your Cage Code.

1. **Select** your category and security level on the *Choose Category/Level* screen. **Click** *OK*.

2. **Click** *Select Person* on the JCAVS *Main Menu*. The *Select Person* screen appears.

3. **Enter** the SSN of the individual to *In/Out Process* on the *Select Person* screen and **click** *Display*. The *Person Summary* screen is displayed.

4. **Click** the *In/Out Process* link on the *Person Summary* screen. The *In/Out Process* screen is displayed.

5. On the *In/Out Process* screen, **enter** a date in the *In Date* and/or *Out Date* textboxes. The date format is as follows: YYYY MM DD.

6. **Click** the *TDY/TAD* or *PCS.* Then **Save**
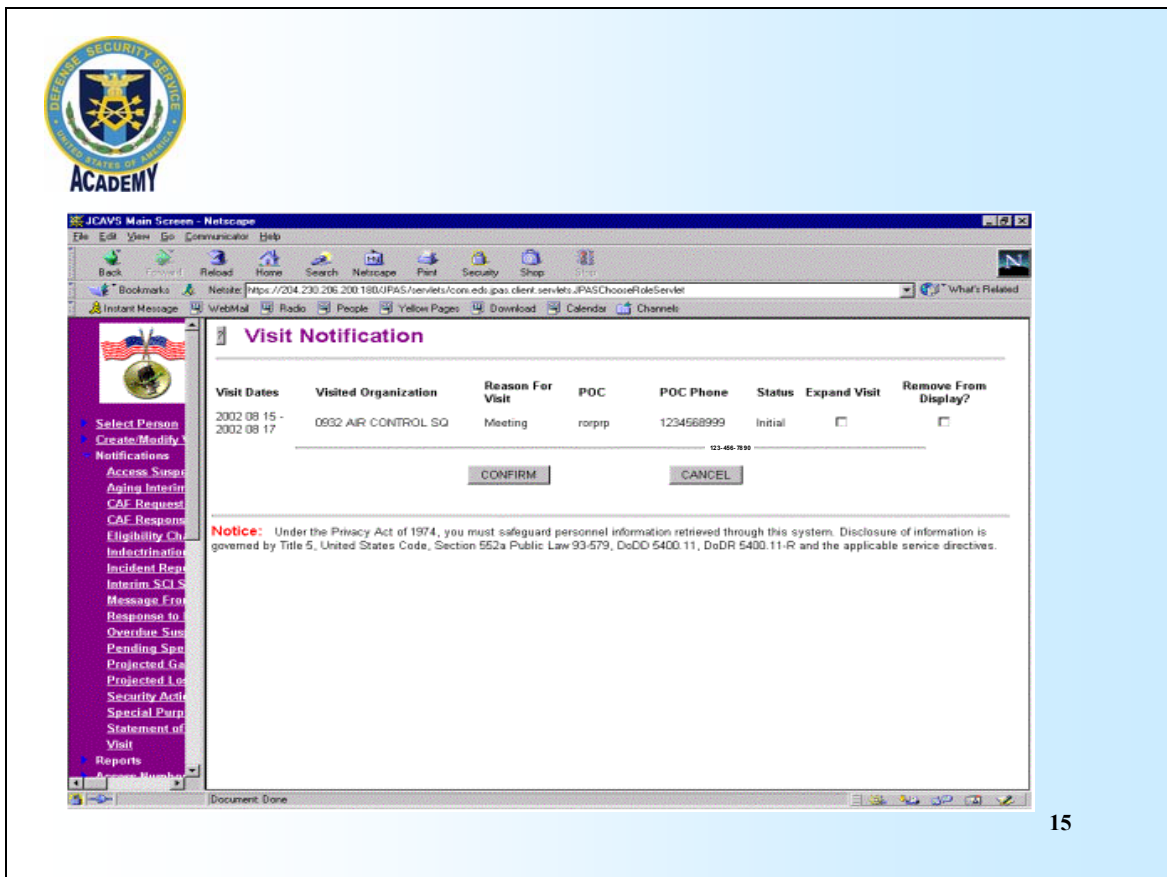
Visit Notifications

1.   **Click** *Notifications* on the *Main Menu* and **select** *Visit Notification*. All visit notifications are displayed.

NOTE: The initial view of the *Visit Notification* screen displays the high-level information pertaining to a particular visit.
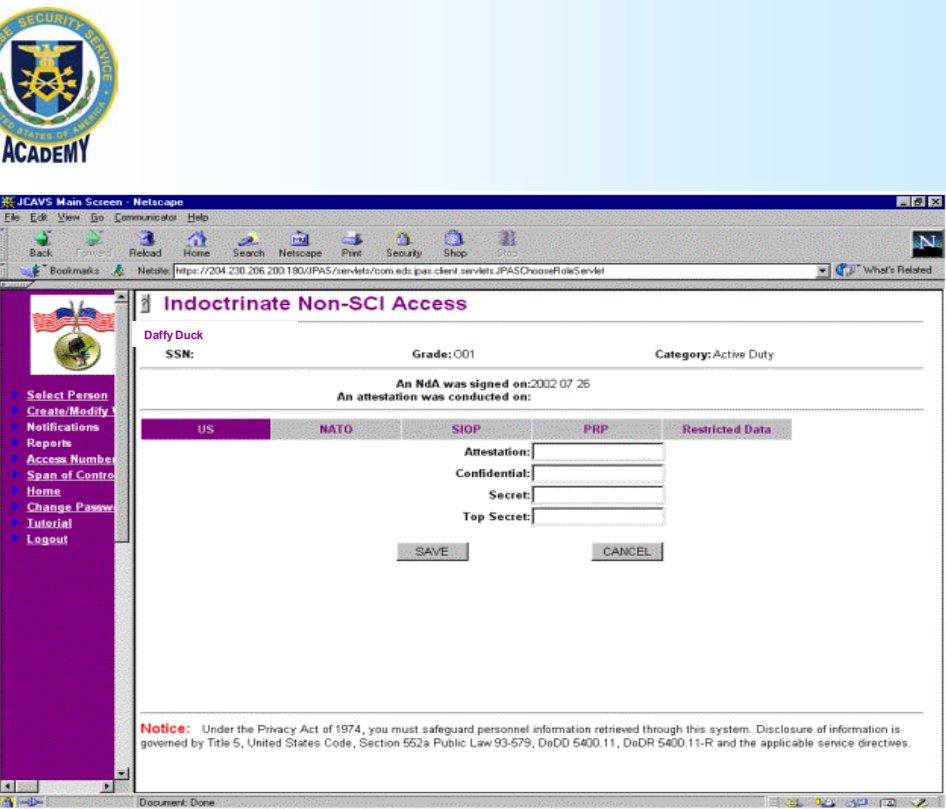
2.   To view the individuals who are a part of the visit, **click** the *Expand View* checkbox, and then **click** *Confirm*.

3.   When a visit has been expanded, the SSNs of the individuals will be displayed. To view an individual's accesses and visit information, **click** the person's SSN. The *Person Summary* screen appears.
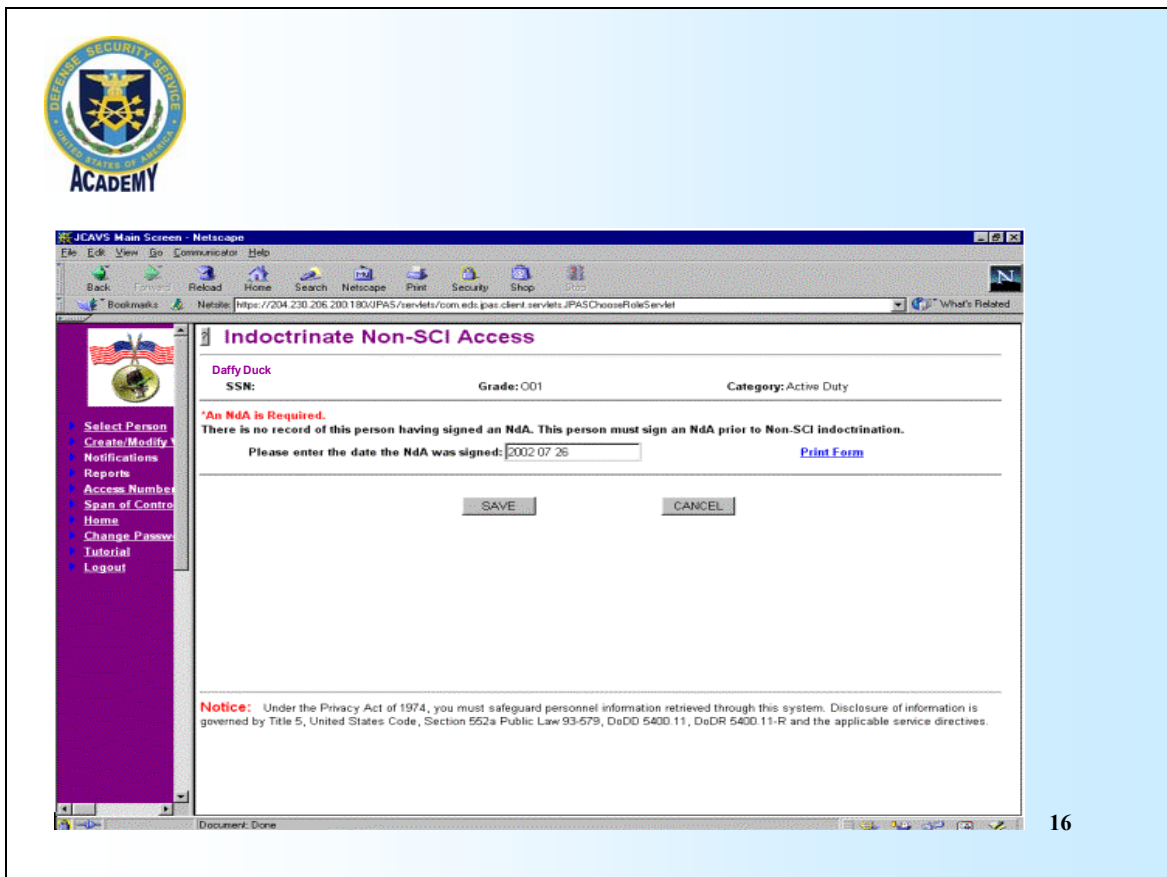
Indoctrinate Non-SCI Access

1. **To** indoctrinate an individual into Non-SCI, perform the following steps:

2. **Select** your category and user level on the *Choose Category/Level* screen. **Click** *OK*.

3. **Click** *Select Person* on the JCAVS *Main Menu*. The *Select Person* screen appears.

4. **Enter** the SSN of the individual to indoctrinate on the *Select Person* screen and **click** *Display*. The *Person Summary* screen is displayed. If the individual is eligible to be indoctrinated into Non-SCI, the link is displayed on the *Person Summary* screen.

5. **Click** *Indoctrinate* under the *Non-SCI Access* section on the *Person Summary* screen. The *Indoctrinate Non-SCI Access* screen opens.

6. If a Non Disclosure Agreement or NdA has not been signed, the *Indoctrinate Non-SCI Access* screen displays the message *"An NdA is required."* **Enter** the date the NdA was signed. **Click** *Save*. The *Indoctrinate Non-SCI Access* screen is displayed
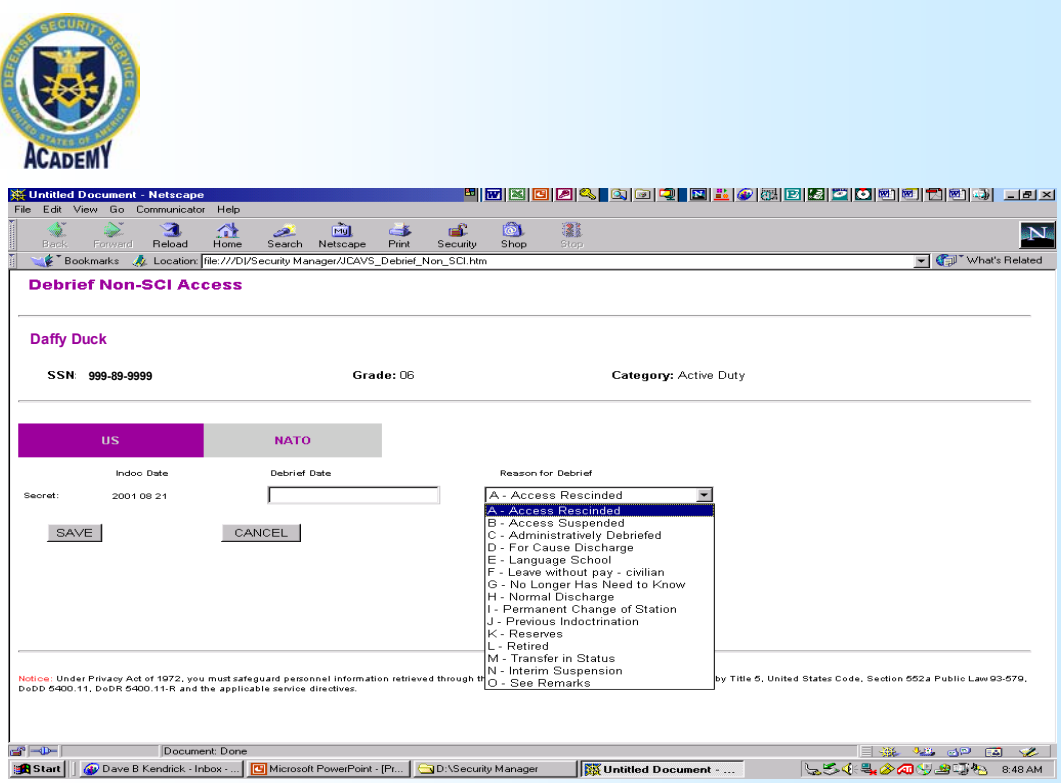
Indoctrinate Non-SCI with US

1. **Click** *Indoctrinate* under the *Non-SCI Access* section on the *Person Summary* screen. The *Indoctrinate Non-SCI* screen is displayed with the *US* tab open. The five tabs available are *US, NATO, SIOP (Single Integrated Operating System), PRP (Personnel Reliability Program),* and *Restricted Data*. If *Restricted Data* is indoctrinated, a sixth tab, *CNWDI*, is displayed.

 Enter a date in the appropriate fields.

1. **Click** *Save.* The *Person Summary* screen is displayed.

 Person Summary Screen – US Indoctrinated
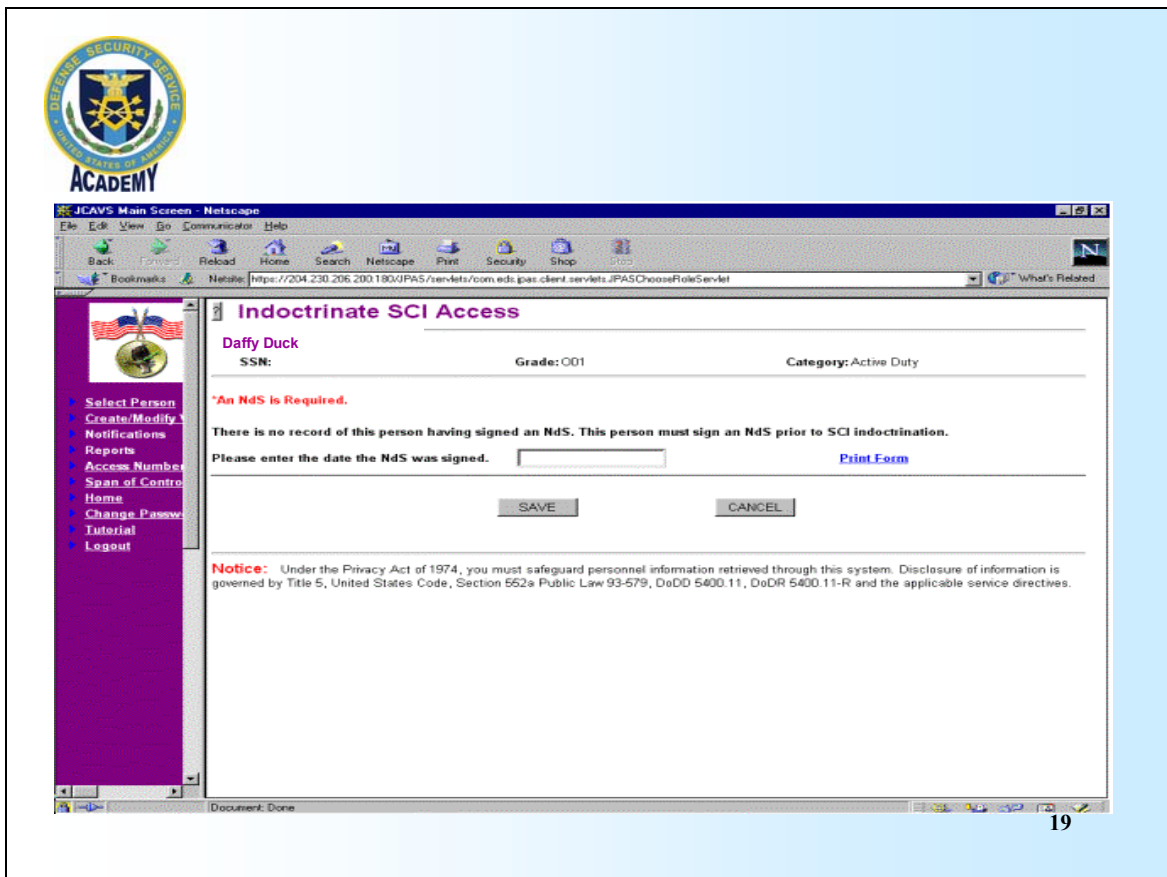
Indoctrinate SCI

The *Indoctrinate SCI* link will not display on the *Person Summary* screen unless the individual has been indoctrinated into Non-SCI US Top Secret.

1. **Click** *Indoctrinate* under the *SCI Access* section of the *Person Summary* screen. The *Indoctrinate SCI Access* screen displays a message that an *Non Disclosure Statement* or *NdS* is required if one has not been signed..

2. **Enter** the NdS signed date. **Click** *Save*. The *SI* field is displayed.

3. **Enter** a date in the *SI* field. *SI* must be indoctrinated before the other compartments display. **Click** *Save*. The *Person Summary* screen is displayed

1. **Click** the *Indoctrinate* link in the *SCI Access* section on the *Person Summary* screen. The *Indoctrinate SCI Access* screen is displayed with a date in the *SI* compartment field and the other nine compartments are blank.

2. **Enter** a date in each of the appropriate compartments.
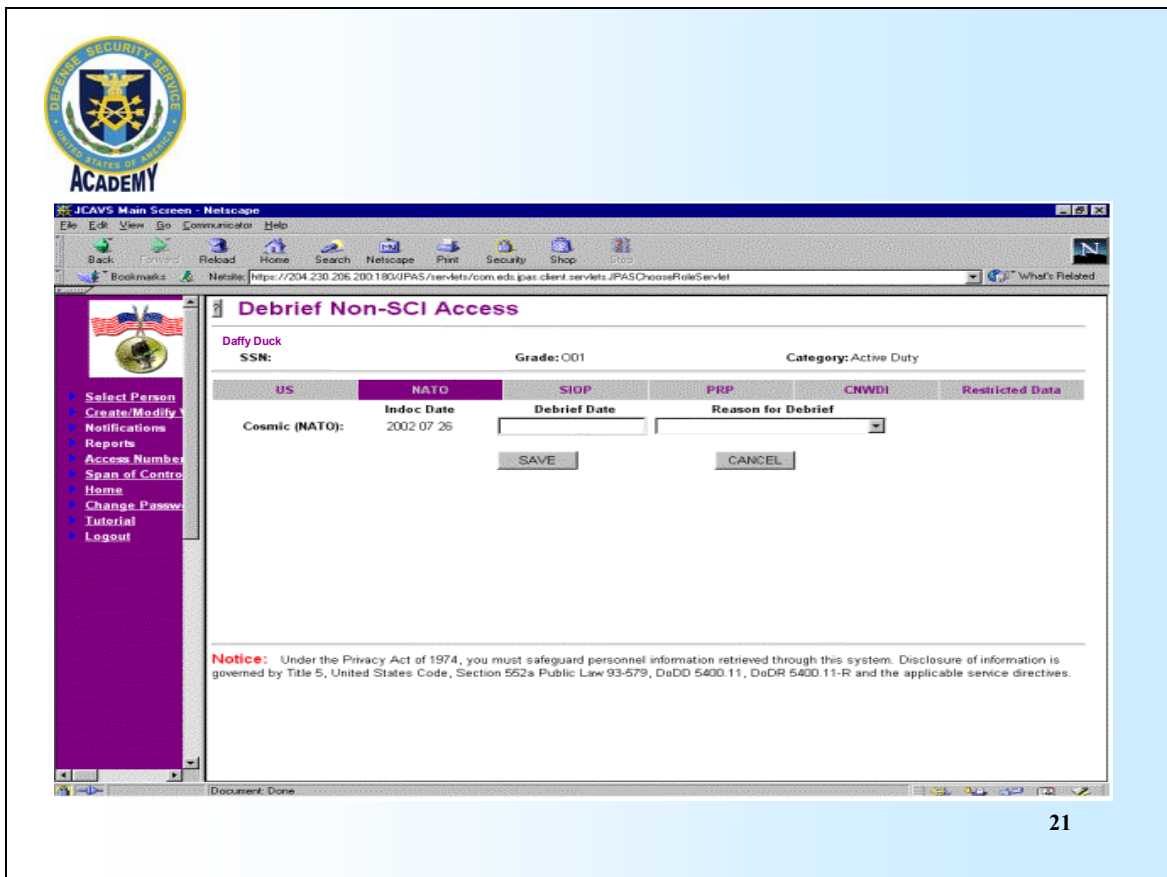
Debrief Non-SCI

1. **Click** *Debrief* in the *Non-SCI Access* on the *Person Summary* screen. The *Debrief Non-SCI* screen is displayed. The *Debrief Non-SCI Access* screen is displayed.

2. **Select** the appropriate access tab. The screen is refreshed with the information relative to the selected tab.

Enter the date in the *Debrief Date* textbox.

3. **Click** the arrow next to the *Reason for Debrief* drop-down and **select** a reason from the list.

4. **Click** *Save*. The *Person Summary* screen is displayed.

Note: If a person is debriefed out of Top Secret Non-SCI, the debrief date and reason are applied to all SCI accesses.
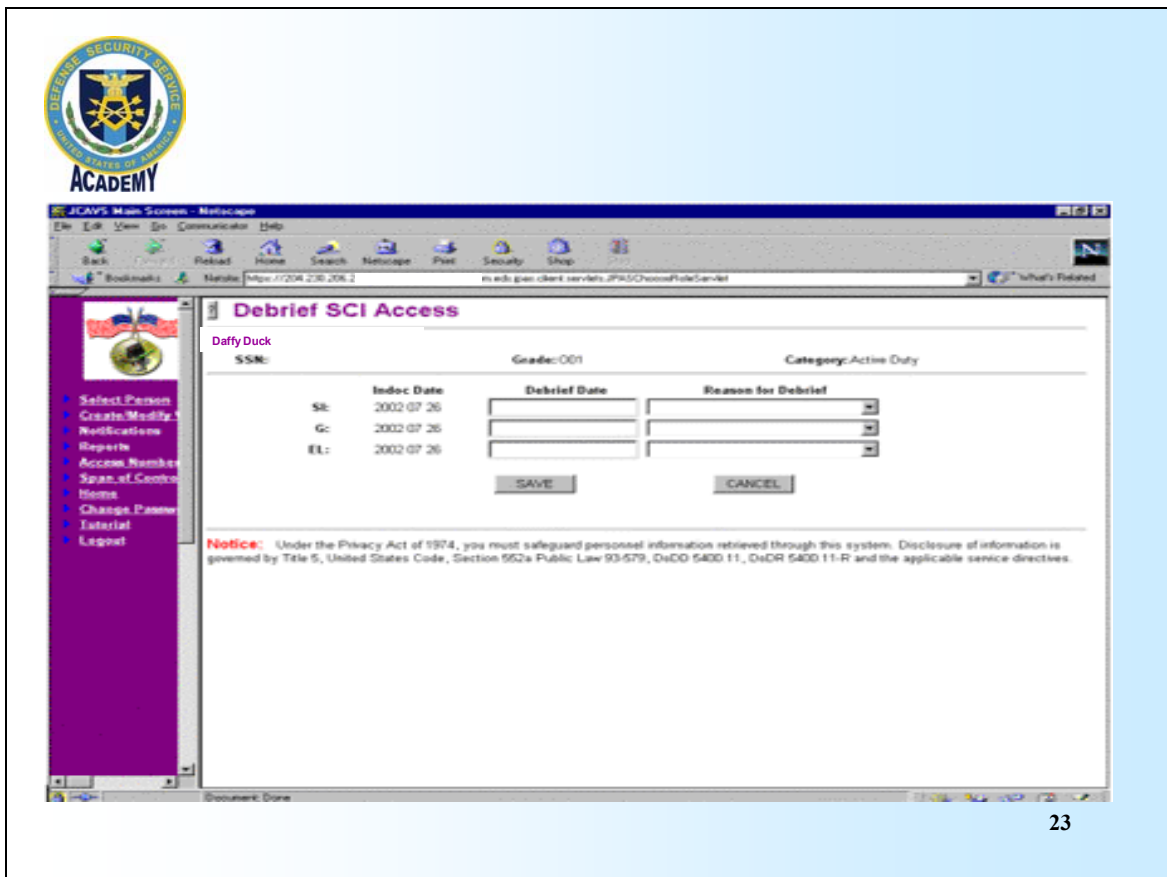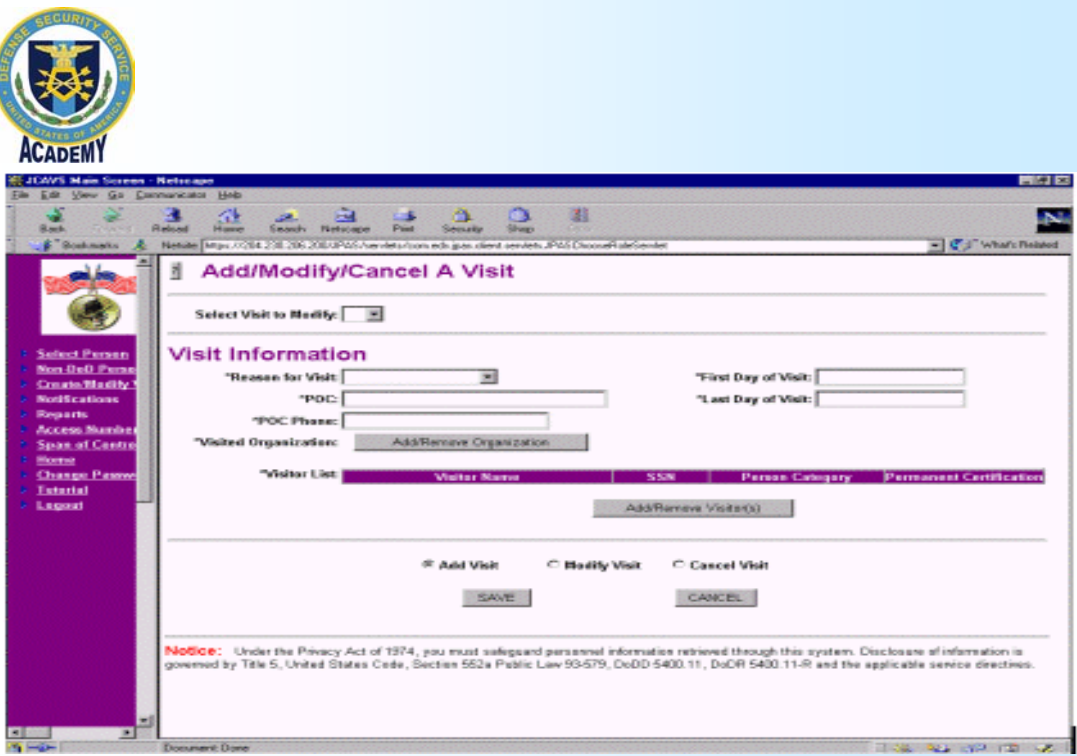
Debrief SCI

Debriefing SI removes all other compartments.

1. **Select** *Debrief* on the *SCI Access* section on the *Person Summary* screen. The *Debrief SCI Access* screen is displayed

2. **Enter** the debrief date in the *Debrief Date* textbox of the appropriate compartment.

3. **Click** the arrow next to the *Reason for Debrief* drop-down list and **select** a reason from the list.

4. **Click** *Save*. The *Person Summary* screen is displayed

If a person is debriefed out of Top Secret Non-SCI, the debrief date and reason are applied to all SCI accesses.

Create a Visit

Perform the following steps to create a visit:

1. **Click** *Create/Modify Visit* on the JCAVS *Main Menu*. *The Add/Modify/Cancel a Visit* screen appears.
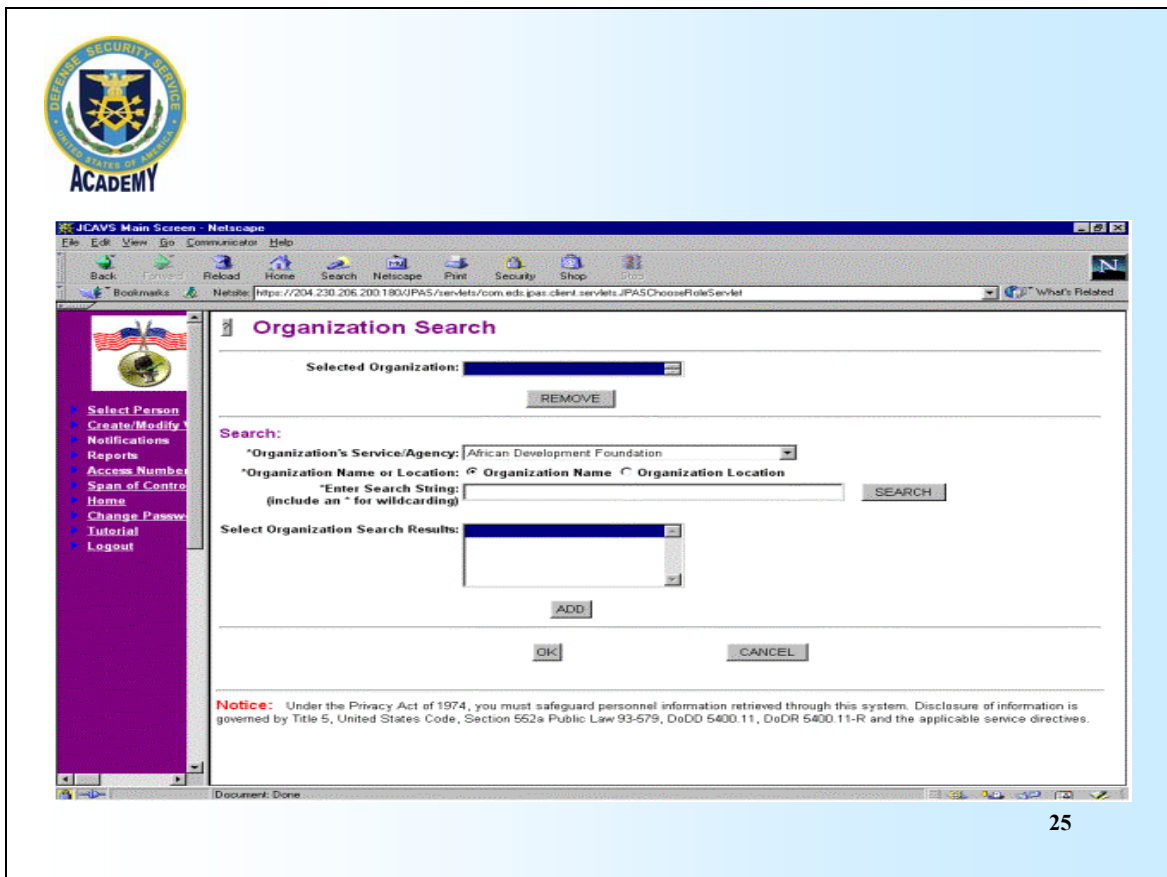
2. **Select** a reason for the visit from the *Reason for Visit* drop-down box

3. **Enter** a POC in *POC* textbox

4. **Enter** a POC telephone number in the *POC Phone* textbox

5. **Enter** the first day of the visit in the *First Day of Visit* textbox

6. **Enter** the last day of the visit in the *Last Day of Visit* textbox.

7. **Click** the *Add/Remove Organization* button. The *Organization Search* screen appears

Slide 26
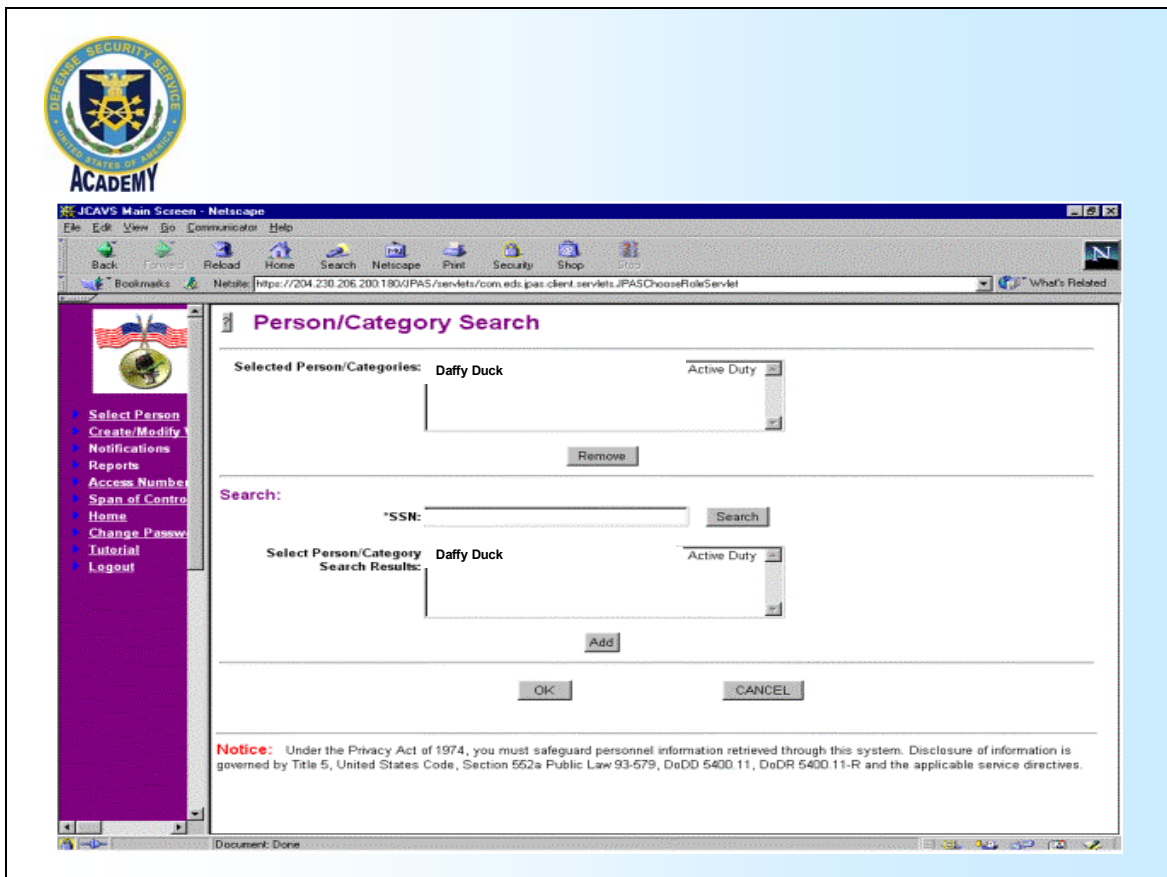
1. **Click** on the down arrow for the *Organization's Service/Agency* and **select** the *Service/Agency* by clicking on the appropriate selection from the list.

2. **Select** the method of search by clicking on the radio button next to either the *Organization Name* or *Organization Location*.

3. **Select** the *Enter Search String* textbox and type in as much of the organization's name as you know. Use the asterisk (*) as the wildcard value.

4. **Click** *Search*. Organizations that match the search criteria are displayed in the *Select Organization Search Results* text area

5. **Select** the organization to be visited and then **click** *Add*. The selected organization appears in the *Selected Organization* textbox at the top of the screen.

6. **Click** *OK* to save the selection and return to the *Add/Modify/Cancel a Visit* screen

7. **Click** the *Add/Remove Visitor(s)* button to view the visitor list. The *Person/Category Search* screen appears.

8. **Enter** the SSN of the visitor and **click** *Search*. The name and person category for the SSN appears in the *Select Person/Category Search Results* text area

9. **Select** the person, SSN, and category by clicking on the selection and then **click** *Add*. The selection is displayed in the *Selected Person/Categories* text area at the top of the *Person/Category Search* screen
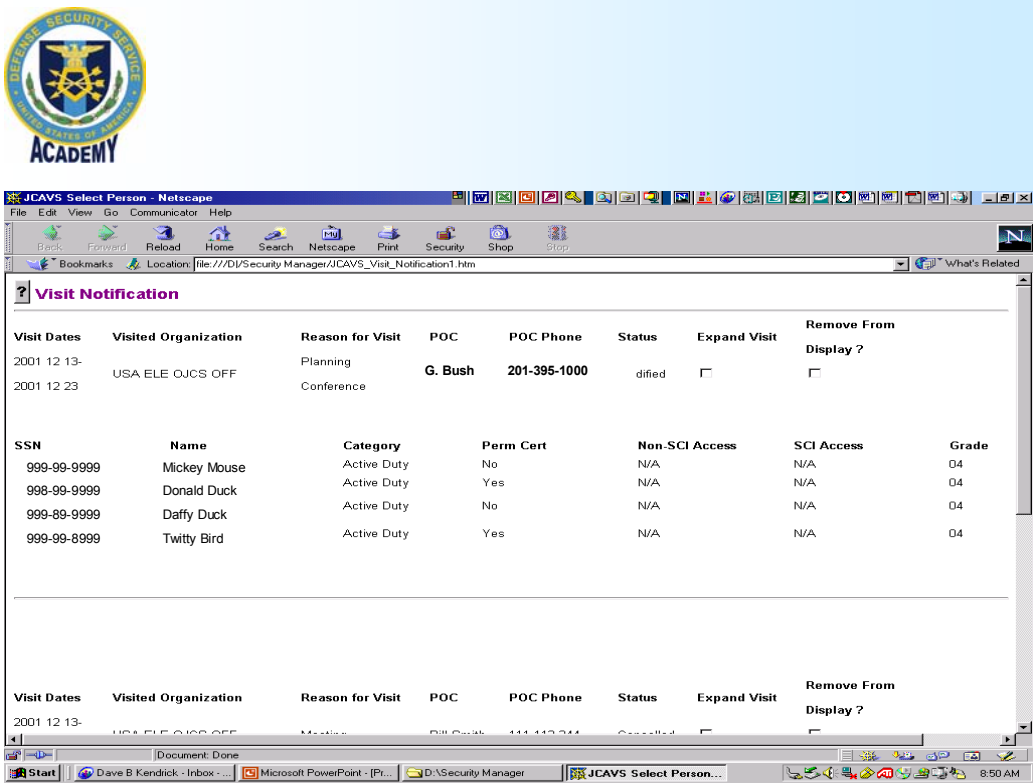
1. **Click** *OK* to add the person(s) to the visit. The *Add/Modify/Cancel A Visit* screen appears with the selected person(s) appearing in the *Visitor List* area

2. **Click** on the *Permanent Certification* checkbox for those individuals selected to receive permanent certification.

3. **Click** the *Add Visit* radio button.

4. **Click** *Save*. A Visit/Permanent Certification Notification is sent to the Level 2 through Level 6 users of the organization being visited.

Modify a Visit

Perform the following steps to modify a visit:

1. **Click** *Create/Modify Visit* on the JCAVS *Main Menu*. *The Add/Modify/Cancel a Visit* screen appears

2. **Click** the down arrow next to *Select Visit to Modify* drop-down box and highlight the appropriate unit/organization from the list. The visit data is displayed on the *Add/Modify/Cancel a Visit* screen

3. **Make** the necessary changes.

4. **Click** *Modify Visit* radio button.

5. **Click** *Save*. A *Visit/Permanent Certification Notification* is sent to the Level 2 through Level 6 users of the organization being visited

Cancel a Visit

Perform the following steps to cancel a visit:

1. **Click** *Create/Modify Visit* on the JCAVS *Main Menu*. The *Add/Modify/Cancel Visit* screen appears.

2. **Select** the visit to cancel from the Select a Visit to Modify drop-down. The visit data is displayed on the *Add/Modify/Cancel A Visit* screen.

3. **Click** the *Cancel Visit* radio button.

4. **Click** *Save*. A *Visit/Permanent Certification Notification* is sent to the Level 2 through **Level** 6 users of the organization being visited.
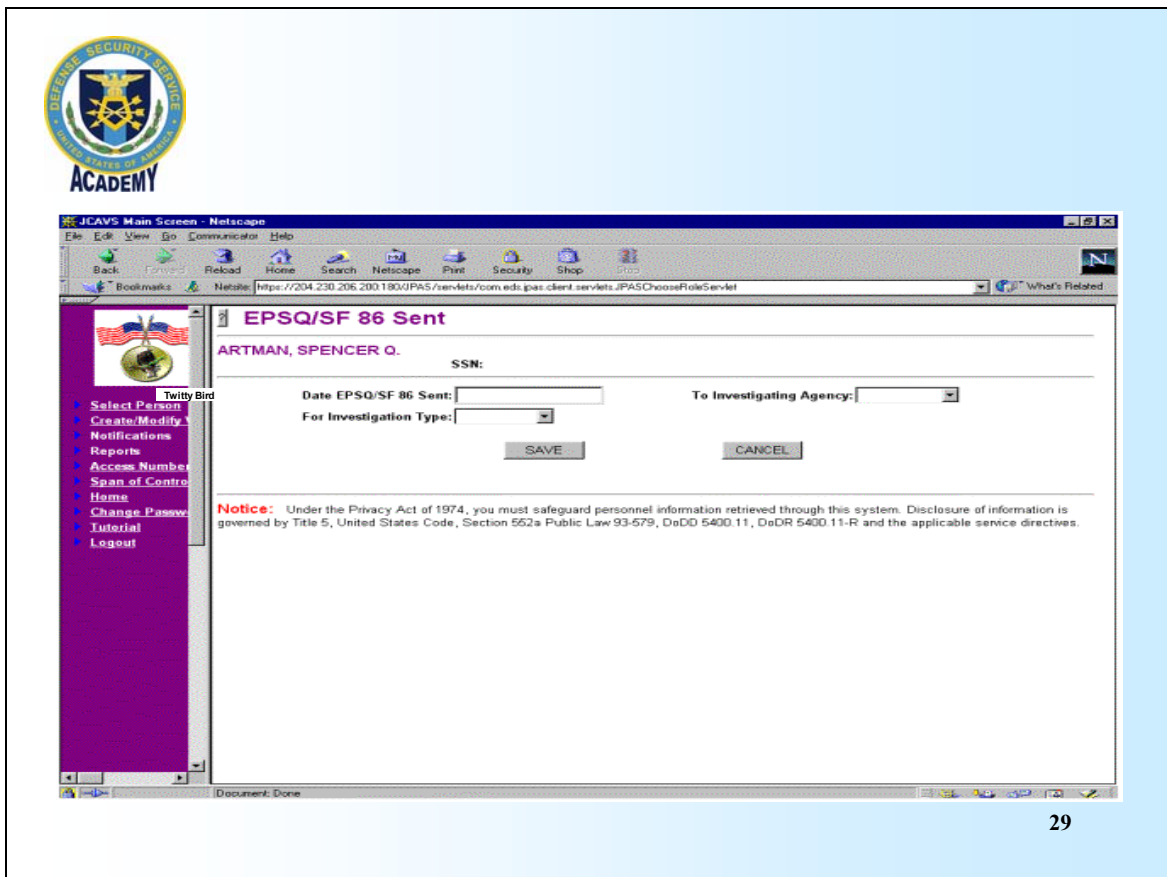
EPSQ/SF 86 Sent

1. **Select** the *EPSQ Sent* link on the *JCAVS Person Summary* screen. The *EPSQ Sent* screen is displayed.

 Select the investigation type from the *For Investigation Type* drop-down list

2. **Enter** the *Date EPSQ Sent* in the textbox.

Select the i*nvestigation agency* from the *To Investigation Agency* drop-down list

1. **Click** *Save*. The JCAVS *Person Summary* screen opens.

NOTE: If there is existing EPSQ data for the person, the JCAVS user may modify the EPSQ sent date, the organization to which the EPSQ was sent, and the investigation type of the EPSQ

Request to Research/Recertify/Upgrade Eligibility (Replaces the DD Form 562)

1. **Click** *Request Research/Recertify/Upgrade Eligibility* hyperlink located in the PID section of the Person Summary screen. The *Research/Recertify/Upgrade Eligibility* screen is displayed.

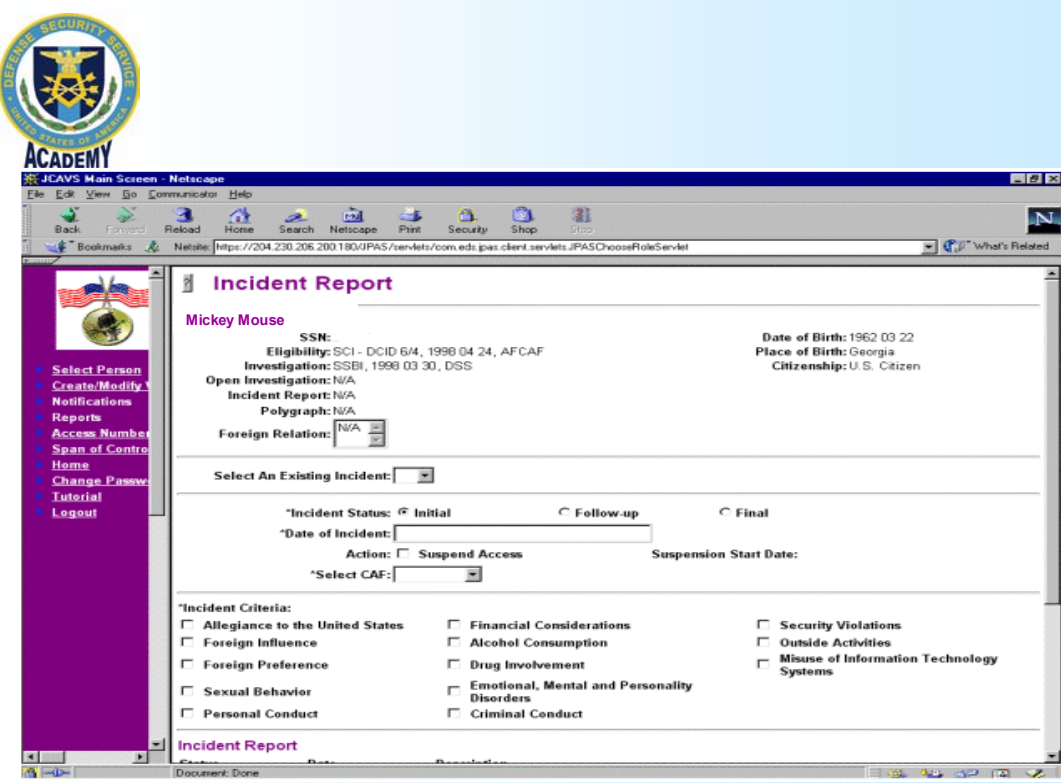Person Summary Screen - Request to Research/Upgrade Eligibility link

2. **Enter** comments in the *Unclassified Justification* text area.

Select the *Check correct radio button.*

Select the CAF who is to receive the request from the *Select the CAF to Receive the Request* drop-down list.

3. **Click** *Save*. The Research Eligibility request is assigned to the selected CAF.

NOTE: To view a CAF's response, click the *CAF Response to Research/Recertify/Upgrade Eligibility Request* on the *Notifications* sub-menu.

Incident Report

If a person has more than one person category, select the appropriate person category for that particular incident.

1. Click the *Report Incident* link. The *Incident Report* screen is displayed.

Incident Report – Top

2. **Select** the incident status. **Select** the *Initial* radio button if this is the initial reporting of the incident and you plan to provide additional information when it becomes available. Selecting the *Initial* radio button will keep the incident report in a pending status at the CAF. The CAF will not make any determinations until a final incident report is received. The *Follow Up* radio button is selected then you are providing more information to the initial report. **Select** the *Final* radio button if no more information will be provided. Once the final is received at the CAF, the incident report is now ready for adjudication.

NOTE: If you select and send a final incident report, and subsequent information becomes available, you will have to create a new incident report. If this scenario occurs, it is suggested that you contact the CAF stating there is additional information in JPAS to be considered.

3. **Enter** the date of the new incident in the *Date of Incident* field.

4. **If** suspending access, **select** the *Suspend Access* radio button.

5. **Select** a CAF from the *Select CAF* drop-down list

6. **Select** at least one incident criterion from the *Incident Criteria* section.

7.   **Enter** the unclassified description of the incident into the *Unclassified Description Of The Incident* text area. The *Unclassified Description of the Incident* text area can contain a maximum of 3000 characters.

8.   **Click** *Save*. An *Incident Report Update Notification* is sent to the Level 2 through Level 6 users of the person category's organization

Note: As contractors we are not adjudicators. An "other" radial button will be added to the system and as contractors make certain to use the "Other Button".

For additional Information:

You may also see the frequently asked Questions (FAQ) on the JPAS Website: https://jpas.osd.mil